



**WEST VANCOUVER
COMMUNITY
FOUNDATION**
TheGivingAnswer...AskUsHow!

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GRANT APPLICATION

To reduce paper consumption, the Foundation requires an electronic (one) copy of your application. Please follow the outline provided, noting the specific information requested. Please email your application and all attachments to info@westvanfoundation.com. Application deadline: (new date to be announced).

PLEASE TYPE OR PRINT

Section 1: Contact Information

Name of Organization _____

Mailing Address _____

City/Province _____ Postal Code _____

Telephone _____ Fax _____

Email _____

Website _____

Canada Revenue Agency BN/Registration Number _____

FIMS – Grantee ID Code *(for office use only)* _____

Primary Contact _____ Title _____

Telephone _____

Signature _____

Date _____

Section 2: Project Description

Please respond specifically to the questions posed and provide all relevant information.

1. Amount of request. _____

2. In one or two sentences, describe how the funding is to be used. Be specific.

3. Briefly describe the history and mandate of your organization.

4. Briefly describe your current activities, and include the following information.

- your target population
- types of services provided
- number of employees
- number of volunteers

On the attached sheet, please respond to either question 5, 6 or 7 as appropriate.

5. Capital Funding

If you are requesting support for a **capital item**, please provide the following information:

- is this a new or replacement item?
- what is the total cost?
- if additional monies are required to make this purchase, what other sources of funding exist or are being sought?
- what is the projected lifespan of the item?
- if there are related operational costs, how are these being funded?
- who specifically will benefit, or how will this acquisition benefit your operation?

6. Start-up Funding

If you are requesting **seed monies or start-up funding** for a program, or funding for a short-term initiative (i.e. a research study), please provide the following information:

- what are your objectives?
- what knowledge, skills and experience does your organization and/or staff have which qualifies it to carry out this project?
- what is the required timeframe to achieve these objectives?
- describe the need for, or general significance of this initiative
- if the program is to be on-going, how will it be sustained financially?
- has your organization previously undertaken a project of this nature and if so, what was the outcome?
- are there any other requirements (approvals, additional resources) which must be met before you can proceed?
- how and when will the effectiveness of this project/program be evaluated?

7. Operational Funding

If you are requesting **operational support**, please provide the following information:

- what is your current source of operational funding?
- why are additional resources required?
- what efficiencies or cost-containment measures have you implemented?
- what are your budget projections for this project and how will future operational needs be met?
- how will your service or general operation be improved?

Specify type of funding requested _____

Please provide full particulars (question 5, 6 or 7).

SAMPLE

8. Have you, or do you expect to receive financial support from other charitable organizations, specifically for this project? List sources and amounts.

9. Have you previously applied for and/or received a grant from West Vancouver Community Foundation. (Indicate date, amount and purpose.)

10. How would your organization formally recognize or publicize a contribution from the Foundation? Please also indicate whether members of your organization would be willing to volunteer at Foundation special events. (If so, provide contact name and phone number.)

Section 3: Supplementary Materials

Please provide **one copy** of the following materials (to be attached) with your application.

- list of Board of Directors
- most recent Financial Statement or Annual Report
- detailed project/program budget
- relevant promotional materials, if available

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